

## How to Add a New Vehicle

The screenshot displays three main search sections: BULLETINS, CUSTOMERS, and ORDERS. The CUSTOMERS section is highlighted with a blue border and contains the following fields: Customer Class (dropdown), Identifier Type (dropdown), Identifier# (text), ZIP/Postal (text), Last Name (text: Thompson), First Name (text: Bren), Date of Birth (text), and Business Name (text). A red circle highlights the SEARCH button. Below it are VEHICLES and VENDORS & AGENTS sections, each with their respective search fields and buttons.

1. Search for the Customer in the System. Start by searching the registered customer by name. If the search returns multiple results, ask the customer for their address or phone number. The search results can then be sorted to locate them quickly. If the search does not return results, you may search using a partial name to broaden the search, to locate misspellings or nicknames (search Mi Wazowski instead of Mike Wazowski this will locate Mike and Michael).

Click the **Customer #** (Below on screenshot) to select customer.

FIND CUSTOMER: [Customer Search/List](#)

Customers | Permits

Identifier/Cert/Edu Type: Customer # | Identifier/Cert/Edu #: | State: | Harvest #: | Inventory Type: | Inventory #: |

Customer Class: | Status: Active | Receipt #: | Order #: | TAN: | Permit #: | Privilege Code: |

Last Name: thompson | First Name: bren | Middle Name: | Business Name: | Date of Birth Match: Exact Match | Date of Birth: | Customer Search Type: | Customer Search Value: |

Phone Number: | Address Type: Physical | Street Address: | Supplemental Address: | City/Town: | County: | State: | ZIP/Postal: | Country: | Email: |

Sort Order: Last Transaction Date then Customer Name

SEARCH | ADD CUSTOMER

**Tip - You can sort the search list by clicking on any of the field names.**

CUSTOMER #	STATUS	CUSTOMER / BUSINESS NAME	CUSTOMER CLASS	DATE OF BIRTH	PHONE	ADDRESS	SUPP ADDRESS	CITY/TOWN	COUNTY	STATE	ZIP/POSTAL	COUNTRY	LAST TXN DATE
204328579	Active	THOMPSON, BRENT S	Individual	Oct 12 1950	2082334058	2034 N Mink Creek Rd		Pocatello	Bannock	Idaho	83204-7259	United States	Wed Jul 29 2020
003266142	Active	THOMPSON, BRENT	Individual	Dec 21 1961	2083510868	1907 E 25th St		Idaho Falls	Bonneville	Idaho	83404-6461	United States	Sat Jul 11 2020
204035166	Active	Thompson, Brenda	Individual	Dec 28 1963	2082633161	PO Box 281		Ponderay	Bonner	Idaho	83852-0281	United States	
002741468	Active	THOMPSON, BRENDA LYNN	Individual	Dec 28 1963	2082637183	PO Box 281		Ponderay	Bonner	Idaho	83852-0281	United States	
002865020	Active	THOMPSON, BRENDA MAY	Individual	Sep 06 1953		2034 N Mink Creek Rd		Pocatello	Bannock	Idaho	83204-7259	United States	

## Customer Profile Page

- #1** Verify and update customer information as necessary and make sure all the boxes with an asterisk are filled out. Be sure to collect an email address from the customer, this will be the method of delivery for renewal notices and order receipts.
- #2** Select **APPLY**. This saves the changes that you made and keeps the customer record. No changes will be saved if you do not click **Apply**.

FIND CUSTOMER: [Customer Search/List](#) » [Customer Details](#)

Customers **Permits**

**Customer Info**

Customer # Customer Class Tax Exempt  
NEW Individual No

**Name/DOB #1**

Salutation First Name Middle Name Last Name Suffix Date of Birth Override  
[ ] Gertrude [ ] Hensel [ ] Sat Jan 01 2000  Override Required Identifiers [ ]

**Phone/Email**

At least one Phone Number is required\*

Home Phone Business Phone Mobile Phone Text (SMS) Phone  
208-874-1235 [ ] [ ] [ ] [ ] Use Mobile Phone  
 Unusable  Unusable  Unusable  Unusable

Email Fax  
ghensel@gmail.com [ ]  
 Unusable  Unusable

**Contact Preferences**

Phone Contact Preference Phone Contact Time  
No Preference No Preference

**Physical Address**

Address Supplemental Address ZIP/Postal Country Status  
555 B Street [ ] 83709 United States Zip Only **VALIDATE** Unusable

City/Town State County  
Boise Idaho Ada

**Mailing Address**

Mailing Address same as Physical Address

**Identifiers**

Identifier Type Identifier # remove  
[ ] [ ] REMOVE

**#2**

ADD

OK CANCEL **APPLY**

Production

**Tip - Input street number and name. Then, click Validate. This autofills the rest of the address for you.**

## Vehicles Tab

### 3. Adding a new vehicle to customer profile.

#1 Select the **Vehicles** tab.

The screenshot shows the 'Customer Details' form for a customer named Zayna Dahle. The 'Vehicles' tab is highlighted with a blue circle and labeled '#1'. The form includes sections for Customer Info, Name/DOB, Phone/Email, Contact Preferences, Physical Address, Mailing Address, Alternate Address, Membership, and Loyalty Programs. At the bottom, there are buttons for OK, CANCEL, and APPLY.

### 4. #1 Select the type of Vehicle you are adding.

#2 Select the **GO** button.

The screenshot shows the 'Vehicles' tab selected, with a blue box around the dropdown menu and a red circle around the 'GO' button. The dropdown menu is open, showing 'New: Boat - Registration'. The 'GO' button is highlighted with a red circle and labeled '#2'. The form also includes a 'Filter' section with checkboxes for various vehicle types and a 'SEARCH' button.

## Vehicle Profile Page

- #1** If the vehicle is a boat that has been previously registered in Idaho, but NOT in Aspira, input the **IDAHO** bow number. To assign a new bow number, select **NO**.
- #2** Input all vehicle information.
- #3** Add co-owners. You can add up to 3.
- #4** Select **OK**.

REGISTER VEHICLE: [Customer Search/List](#)

**#1** Existing Existing Idaho Vehicle Number (ex: Boat bow number)  Yes  No Existing Idaho Vehicle Number ID8995AZ

**#2** HIN MRRJ1423J920 Re-Enter HIN MRRJ1423J920 **SUBMIT** Questionable No Assign Hull ID No Make NORTHPORT MARINE I Year 2020  Allow Future Year Built

Make sure to input the existing **IDAHO** bow number. Do NOT input out of state bow numbers.

Was this Boat registered in another State?  Yes  No

Tip - Input HIN, then click **SUBMIT**. This will autofill the Make of the boat for you.

Boat Info Length 18 ft

Title Information Title: Title State:

Boat Information Hull Material Aluminum Type of Boat Open Boat Model Mirage Type of Use Pleasure Engine Drive Inboard Propulsion Type Water Jet

Fuel Type Gasoline Max Horsepower 350 Color Black / Blue Primary Use Area Statewide Secondary Use Area Statewide Description

Customer Info Customer # 204172847 Status Active Customer Class Individual First Name Zayna Middle Name Last Name Dahle Suffix Date of Birth Sat Jan 1 2000

Address 123 Fairview Supplemental Address City/Town Boise State Idaho County Ada ZIP/Postal 83704 Country United States Status Zip Only

**#3** Co-Owner Details (Max 3)

**#4** Identifier Type Customer # Identifier # Last Name First Name REMOVE

Business Name ZIP/Postal SEARCH ADD NEW CUSTOMER

ADDITIONAL CO-OWNER

OK Cancel



## Select Inventory

7. **#1** Select radio button to determine product type.
- #2** Input sticker number \*.
- #3** Select **OK**.

\* Note- the format is the letter that represents the sticker, the year of the sticker, and the 6 digit sticker

number. B for Boat, M for Resident OHV, T for Non-Resident OHV, G for Non-Motorized Invasive Species, A for Not Registered in Idaho Motorized Invasive Species, S for Resident Snowmobiles, N for Non-Resident Snowmobiles, R for Rental Snowmobile.

Boat MRRJ1423J920 - Registration Product(s)

**BOAT MRRJ1423J920 - REGISTRATION PRODUCT(S)**

#1	TYPE	PRODUCT	INVENTORY	BASE PRICE
<input checked="" type="radio"/>	Original <b>#3</b>	V01 - Boat Registration	<b>#2</b> <span style="border: 2px solid red; padding: 2px;">B20-131118</span>	\$31.50

OK CANCEL

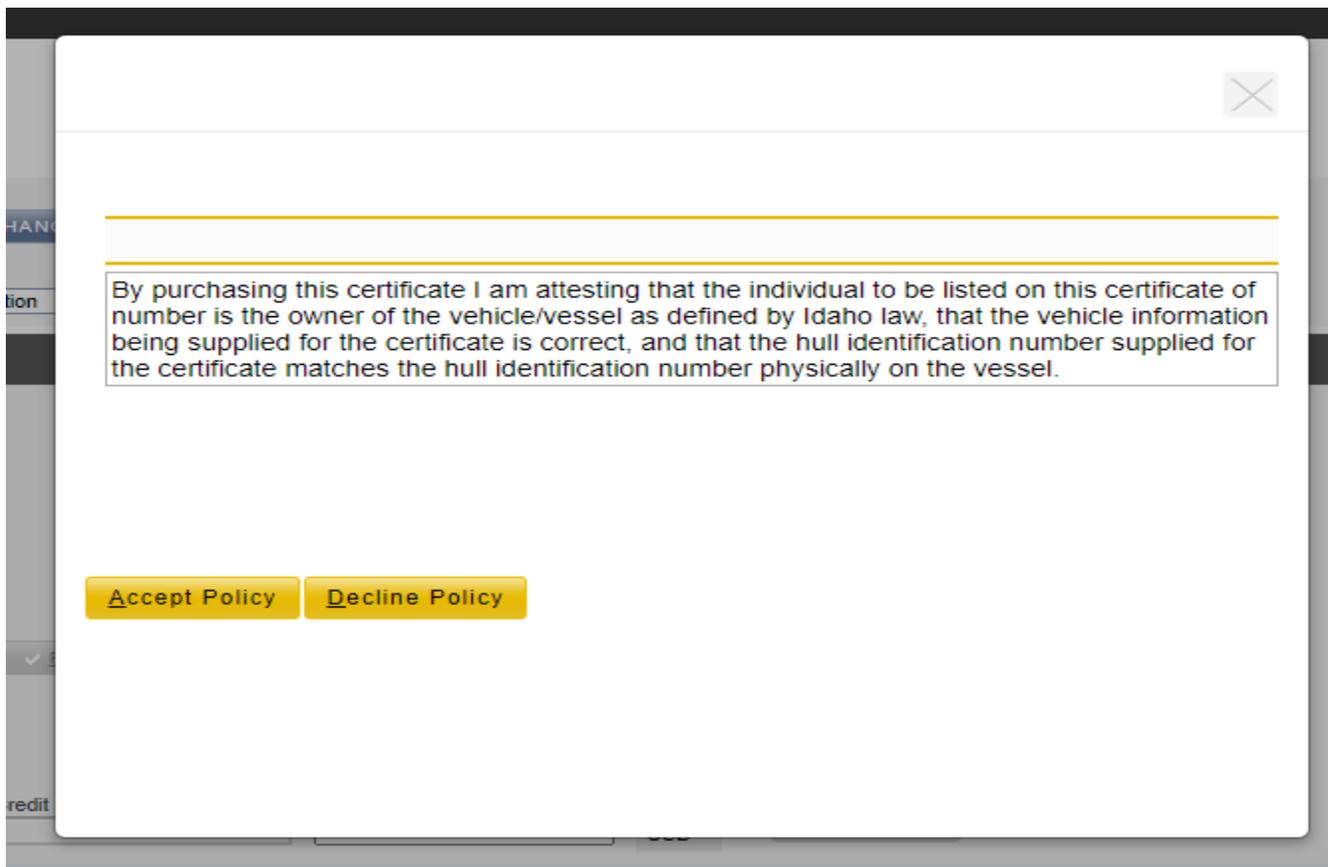
## In The Cart

8. **#1** Select **Payment Type**, i.e. external credit card, external check, or external cash
9. **#2** Select **Process Order**

Customer	Name TAYLOR,JOEL	Customer # 003526379	Phone 2083047468	Zip 83713-1395	<a href="#">CHANGE CUSTOMER</a>											
Actions	<a href="#">PURCHASE PERMIT</a> <a href="#">PURCHASE POS</a>		New: <span style="border: 1px solid gray; padding: 2px;">Boat - Registration</span>		<a href="#">GO</a>											
Items	<table border="1"> <thead> <tr> <th>ORDER</th> <th>ITEM</th> <th>QTY.</th> <th>FEE TYPE</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>                     Renew Registration (New - 1)                      Registration Document: <a href="#">Upload Registration Document</a>                      TAYLOR, JOEL (003526379)                      5687 N Applebrook Way                      Boise, ID, 83713-1395                      United States                       OHV VBKXWH2369M115922                      Coast Guard/Bow Number: IDOH5175AI                 </td> <td>(2020)V05-Resident OHV(Renewal) Valid: Thu Jul 2 2020 to Thu Dec 31 2020 Resident OHV Registration(s): M20-112456</td> <td><a href="#">Remove</a> 1</td> <td>                     State Fee \$8.50                      Vendor Fee \$1.50                      Transaction Fee \$0.00                      Surcharge Fee \$1.00                      Additional Surcharge Fee \$1.00                 </td> <td>                     Order Total \$12.00                 </td> </tr> </tbody> </table>					ORDER	ITEM	QTY.	FEE TYPE	PRICE	<input type="checkbox"/>	Renew Registration (New - 1) Registration Document: <a href="#">Upload Registration Document</a> TAYLOR, JOEL (003526379) 5687 N Applebrook Way Boise, ID, 83713-1395 United States  OHV VBKXWH2369M115922 Coast Guard/Bow Number: IDOH5175AI	(2020)V05-Resident OHV(Renewal) Valid: Thu Jul 2 2020 to Thu Dec 31 2020 Resident OHV Registration(s): M20-112456	<a href="#">Remove</a> 1	State Fee \$8.50 Vendor Fee \$1.50 Transaction Fee \$0.00 Surcharge Fee \$1.00 Additional Surcharge Fee \$1.00	Order Total \$12.00
ORDER	ITEM	QTY.	FEE TYPE	PRICE												
<input type="checkbox"/>	Renew Registration (New - 1) Registration Document: <a href="#">Upload Registration Document</a> TAYLOR, JOEL (003526379) 5687 N Applebrook Way Boise, ID, 83713-1395 United States  OHV VBKXWH2369M115922 Coast Guard/Bow Number: IDOH5175AI	(2020)V05-Resident OHV(Renewal) Valid: Thu Jul 2 2020 to Thu Dec 31 2020 Resident OHV Registration(s): M20-112456	<a href="#">Remove</a> 1	State Fee \$8.50 Vendor Fee \$1.50 Transaction Fee \$0.00 Surcharge Fee \$1.00 Additional Surcharge Fee \$1.00	Order Total \$12.00											
Totals	Total Price \$12.00 Total Past Paid \$0.00 Amount Owning \$12.00 Minimum Payment Due \$12.00															
Outstanding	<b>#1</b>															
Payment	<b>#2</b> <table border="1"> <tr> <td>Type <span style="border: 2px solid blue; padding: 2px;">-</span></td> <td>Amount <input type="text" value="12.00"/></td> <td>Currency USD</td> <td colspan="2"><a href="#">SWIPE CARD</a></td> </tr> </table>					Type <span style="border: 2px solid blue; padding: 2px;">-</span>	Amount <input type="text" value="12.00"/>	Currency USD	<a href="#">SWIPE CARD</a>							
Type <span style="border: 2px solid blue; padding: 2px;">-</span>	Amount <input type="text" value="12.00"/>	Currency USD	<a href="#">SWIPE CARD</a>													
<table border="1"> <tr> <td><a href="#">REMOVE ORDER</a></td> <td><a href="#">SPLIT ORDER</a></td> <td><a href="#">APPLY DISCOUNT</a></td> <td><a href="#">REDEEM POINTS</a></td> <td><a href="#">FEES</a></td> <td><a href="#">ADJUST FEES TO PAST PAID</a></td> </tr> </table>						<a href="#">REMOVE ORDER</a>	<a href="#">SPLIT ORDER</a>	<a href="#">APPLY DISCOUNT</a>	<a href="#">REDEEM POINTS</a>	<a href="#">FEES</a>	<a href="#">ADJUST FEES TO PAST PAID</a>					
<a href="#">REMOVE ORDER</a>	<a href="#">SPLIT ORDER</a>	<a href="#">APPLY DISCOUNT</a>	<a href="#">REDEEM POINTS</a>	<a href="#">FEES</a>	<a href="#">ADJUST FEES TO PAST PAID</a>											
<table border="1"> <tr> <td><span style="border: 2px solid red; border-radius: 50%; padding: 5px;">Process Order</span></td> <td><a href="#">Cancel Cart</a></td> <td colspan="4"></td> </tr> </table>						<span style="border: 2px solid red; border-radius: 50%; padding: 5px;">Process Order</span>	<a href="#">Cancel Cart</a>									
<span style="border: 2px solid red; border-radius: 50%; padding: 5px;">Process Order</span>	<a href="#">Cancel Cart</a>															

## Attestation Statement

10. This box will pop up with an attestation statement. You need to read this paragraph to the customer and ask them to accept the policy.



A screenshot of a software interface showing a dialog box titled "Attestation Statement". The dialog box has a close button (X) in the top right corner. The main content area contains a text box with the following text: "By purchasing this certificate I am attesting that the individual to be listed on this certificate of number is the owner of the vehicle/vessel as defined by Idaho law, that the vehicle information being supplied for the certificate is correct, and that the hull identification number supplied for the certificate matches the hull identification number physically on the vessel." Below the text box are two yellow buttons: "Accept Policy" and "Decline Policy". The dialog box is overlaid on a background interface with some partially visible text like "HANC", "tion", "redit", and "v".

By purchasing this certificate I am attesting that the individual to be listed on this certificate of number is the owner of the vehicle/vessel as defined by Idaho law, that the vehicle information being supplied for the certificate is correct, and that the hull identification number supplied for the certificate matches the hull identification number physically on the vessel.

[Accept Policy](#) [Decline Policy](#)

## Order Summary Page

11. Put in Payment information. Then, the Order Summary page will come up.

**#1 Print Documents** - A printer dialogue box may pop up. See page 9 for instructions.

### Order Summary

Receipt Details	Receipt #	Receipt Date & Time	Sales Location	Created By			
	370810241	Mon Jun 29 2020 10:27 AM PDT	HQ General Administration Operations	Dahle,Zayna			
Customer	Name	Customer #	Phone	Email	Organization Name		
	YOUNGBLOOD,ROBERT	002573477	2088806214			<a href="#">PRINT RECEIPT</a> <a href="#">PRINT DOCUMENTS</a>	
Transaction(s)	Renew Registration , Make Payment						
Receipt Item	Order #:9-55777	(2020)V01-Boat Registration(Renewal)		1	State Fee	\$32.00	
	YOUNGBLOOD, ROBERT (002573477)	Valid: Mon Jun 29 2020 to Thu Dec 31 2020			Vendor Fee	\$1.50	
	324 Hickory Ct	Boat Registration(s): B20-060581			Transaction Fee	\$0.00	
	Nampa, ID, 83686-2991				Surcharge Fee	\$10.00	
	United States				Additional Surcharge Fee	\$0.00	
	Boat ACBX7999F192				Order Total	\$43.50	
	Coast Guard/Bow Number:ID4291AL						
Receipt Fees Summary						State Fee	\$32.00
						Vendor Fee	\$1.50
						Transaction Fee	\$0.00
						Surcharge Fee	\$10.00
						Additional Surcharge Fee	\$0.00
Totals						Total Price	\$43.50
						Total Past Paid	\$0.00
Payments & Change						Payment Tendered	\$43.50
						Change Tendered	\$0.00
Outstanding						New Amount Owing	\$0.00
Payment Details	Type	Check Number	Check Date	Check Holder Name	Amount	Currency	
	Personal Check	5550	Mon Jun 22 2020	Robert M Youngblood	43.50	USD	
Print Actions	<a href="#">PRINT RECEIPT</a> <a href="#">PRINT DOCUMENTS</a> <span style="font-size: 2em; font-weight: bold; color: blue;">#1</span>						
	<span style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">Finish Order</span> <span style="font-size: 2em; font-weight: bold; color: red;">#2</span>						

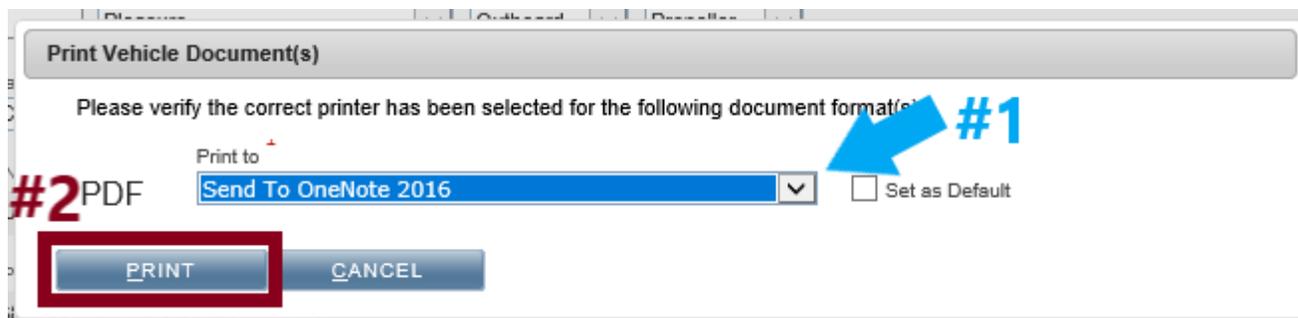
Production

**#2 Finish Order** to complete the registration after the document has printed.

The system will automatically email them a receipt of the completed transaction.

## Printer Dialogue Box

12. #1 Select the printer from the list.  
#2 Select **Print**.



13. #1 Select **Success** if the print job printed successfully. Select Failure if the job did not print.  
#2 If print is successful, complete step #2 from page 8.

